

## OA APPLICATION SUBMISSION CHECKLIST

(Incomplete applications will be returned. Please submit in the following order.)

Lender's Name: \_\_\_\_\_

- \_\_\_\_\_ Application, completed and signed, with notary or corporate seal
- \_\_\_\_\_ Experience Summaries for each staff member who will be involved with THDA loans.
- \_\_\_\_\_ Authorized Signatures Form(s)
- \_\_\_\_\_ Working Agreement, signed
- \_\_\_\_\_ Exhibit "A" to the Working Agreement listing your Tennessee offices that will originate, process and submit THDA loans.
- \_\_\_\_\_ Agreement as to THDA Servicer
- \_\_\_\_\_ Copy of Agreement between your company and a THDA Servicer, executed by both parties.
- \_\_\_\_\_ THDA Servicing Agreement
- \_\_\_\_\_ Main Office/Branch Office Information
- \_\_\_\_\_ Most recent Audit Report and Financial Statement. Regulated Financial institutions may submit their most recent published Annual Report.
- \_\_\_\_\_ Copy of HUD, VA, USDA/RD, FHLMC and/or FNMA approvals (if less than 5 years ago)
- \_\_\_\_\_ Current License or Certificate of Registration from the Tennessee Department of Financial Institutions (if applicable).
- \_\_\_\_\_ Current Certificate of Existence or certificate of Authorization from the Tennessee Secretary of State's Office.
- \_\_\_\_\_ Copy of current Fidelity Bond, Errors & Omissions Insurance policy, or Mortgage Bankers Blanket Bond in the amount of \$300,000 or more.
- \_\_\_\_\_ Copies of Closing Protection Letter(s) (a.k.a. Insured Closing Service Agreement) from Title Insurance Companies for each closing agent that Lender will use to close THDA loans (addressed to Lender, not THDA).

Enclosed N/A

- \_\_\_\_\_ \_\_\_\_\_ Copy of HUD Form 11701 signed by HUD (if another lender will underwrite your company's FHA loans).
- \_\_\_\_\_ \_\_\_\_\_ If Lender is not a financial institution, current letter (file copy OK) from Lender's warehouse lender stating a line of credit in the minimum amount of \$250,000

THDA Contacts:	Application questions:	Ed Lozier, 615-741-9619
	Servicing questions	Sharon Pommer, 615-741-4931